

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF CONNECTICUT**

**Deborah S. Hunt  
Clerk, U.S. Bankruptcy Court**

**915 Lafayette Boulevard  
Bridgeport, CT 06604**

**GUIDELINES FOR CONTESTED MATTER  
PRETRIAL ORDERS**

**No version of Pretrial Order other than the current form supplied by the clerk's office may be filed. All paragraphs in the Pretrial Order shall be completed. All dates in the Pretrial Order shall be computed in accordance with Rule 9006 F.R. Bankr. P.**

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF CONNECTICUT  
BRIDGEPORT DIVISION**

**In re:**

**Debtor**

**Chapter  
Case No.  
Adv. No.  
Docket Id. No.**

**PRETRIAL Order Due Date** \_\_\_\_\_

**v.**

**TRIAL DATE:** \_\_\_\_\_

**PRETRIAL ORDER**

**APPEARANCES:**

**Attorney for plaintiff / movant**

**Attorney for defendant /respondent**

**1. DISCOVERY**

Unless otherwise ordered, all discovery shall be completed and closed by the \_\_\_ day of \_\_\_\_\_ (“Discovery Bar Date”).

**2. TRIAL MEMORANDA**

Unless ordered by the court, no pretrial or post trial memoranda shall be filed. All memoranda that are ordered by the court shall be no longer than ten pages (double spaced on 8½”x 11” paper with 12 pt. font) and shall be exchanged and filed, with *two* copies delivered to chambers no later than the date ordered. A certificate of service shall be filed with each memorandum.

**3. WITNESSES AND EXHIBITS**

(a) A list of witnesses with a short statement of the testimony of each and a list of exhibits shall be exchanged and filed, with *two* copies delivered to chambers no later than 10 days after the Discovery Bar Date. A copy of each exhibit, corresponding to the appropriate exhibit list, shall be exchanged but not filed or delivered to chambers. In complying with this paragraph, plaintiff’s / movant’s exhibits shall be marked alphabetically, and defendant’s / respondent’s exhibits shall be marked numerically. A party may not call a witness who is not on that party’s list of witnesses.

(b) No witness may testify and no exhibits shall be admitted into evidence unless there has been compliance with this paragraph. No expert witness may testify unless a detailed, signed statement of that expert’s opinion has been exchanged, filed, and delivered to chambers no later than 10 days after the Discovery Bar Date.

(c) At the commencement of the trial, each party shall deliver to the court *three* copies of each exhibit exchanged pursuant to this paragraph.

(d) The filing of lists of witnesses and exhibits and experts’ reports in compliance with this paragraph shall be accompanied by a certification of service.

**4. TRIAL CONFIRMATION**

**THE PLAINTIFF / MOVANT SHALL ASCERTAIN WHETHER IT IS LIKELY THAT THE TRIAL WILL PROCEED AS SCHEDULED AND SHALL**

**REPORT THAT INFORMATION TO THE JUDGE'S CHAMBERS THE FRIDAY BEFORE THE TRIAL DATE.**

**5. SETTLEMENT CONFERENCE**

**If appropriate, the court will conduct a pretrial conference at which an attempt will be made to settle the controversy or narrow the issues. Counsel shall attend fully authorized to make a final demand or offer and shall either be accompanied by the person or persons authorized and competent to accept or reject a settlement proposal or such persons shall be available by telephone.**

**CONSENT:**

**For the Plaintiff**

\_\_\_\_\_ (date \_\_\_\_\_ )

**Address:**

**For the Defendant**

\_\_\_\_\_ (date \_\_\_\_\_ )

**Address:**

**Dated:**

\_\_\_\_\_  
**Alan H. W. Shiff**  
**Chief United States Bankruptcy Judge**